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NOV 23 1954

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Next Review Date: <u>1988</u>
Auth: HR 70-3
Date: <u>12 DEC 1978</u> By: <u>OS/</u>

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Request for Increase in Ceiling, International Organizations Division, DD/P

REFERENCE: Memo to AD/A from Chief, Management Staff, subject: Request for Approval of International Organizations Division Table of Organization, dated 12 October 1954.

1. The subject request would provide ten additional positions for the International Organizations Division with a corresponding increase in the overall Clandestine Services ceiling (Tab A).
2. The Assistant Director for Personnel has approved classifications for the proposed positions (Tab B).
3. The Chief, Budget Division has ascertained that sufficient funds are available to support this request (Tab C).
4. The result of a survey mentioned by the Chief of Administration, DD/P, on the routing sheet attached to the original request is a proposed staffing chart (Tab D).
5. The table of organization setting up the IO Division was approved 12 October 1954 (Tab E). Comparison of the approved T/O, the DD/P staffing chart and the subject request indicates that in addition to grade differences, a discrepancy exists between the proposed staffing chart and this request in respect to the Branch 4 staff. Only one additional Operations Officer at the GS-9 level was recommended in the proposed DD/P staffing chart while two are proposed in this request, GS-12 and GS-13.
6. In the referenced memorandum, it was pointed out that Lewis [redacted] was employed by this Division as a Contract Employee and one of the conditions of the approval of the original T/O was that this arrangement would be rectified. However, according to AD/P, [redacted] no action has been taken to date.
7. According to the Monthly Personnel Statistical Review, 31 October 1954, there are 296 vacancies under ceiling in the Clandestine Services.

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8. It is contemplated that the Inspection & Review manpower utilization study will reach the International Organizations Division in the near future.

9. It is recommended that a ten position increase be approved on an interim basis pending the completion of the manpower utilization survey with the following conditions:

a. [REDACTED] Contract Employee, be slotted immediately as a staff employee.

b. The additional ten positions be absorbed under the present Clandestine Services ceiling.

c. Statements of functions and job descriptions as stipulated by Agency Regulation [REDACTED] be submitted by 1 March 1955.

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[REDACTED]
Chief, Management Staff

Attachments:

- Tab A - Ten additional positions for the IO Div.
- Tab B - Classifications approved by AD/T-
- Tab C - Funds available by Budget-
- Tab D - Proposed staffing chart-

APPROVED:

Date 30 Nov 54

15/
L. R. WHITE
Deputy Director
(Administration)

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MS [REDACTED] /law (19 Nov 1954)

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ORIGINAL DOCUMENT MISSING PAGE(S):

Attachments Missing